

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION
MINUTES
REGULAR MEETING**

Monday, November 08, 2021

4:15 p.m.

Via GoToMeeting

ORDER OF BUSINESS:

1. *Call to order & roll call.* The meeting was called to order by Chair Donna Lewis. Present: Commissioners Alan Kasehagen, and Lindsey Charles. Staff members Graciela Reynoso and Erik Uchida were present.
2. *Public comment.* Nobody wished to make a public comment.
3. *Approval of the minutes from the Civil Service Commission Meeting on September 13, 2021.* A motion to approve the minutes from the Civil Service Commission meeting on September 13, 2021 was made and seconded. The motion was approved by all Commissioners.
4. *Discussion on Adding Mediation to the Civil Service Hearing Procedures.* Ms. Lewis sent an email to the Commission prior to the meeting regarding where mediation should be placed within the Civil Service Hearing Procedures. Ms. Lewis suggested two options for the placement of mediation: 1) In Section A between section 4: "Timeframe for Employee to File a Petition for Hearing" and Section 5: "Filling a Position during an Appeal"; 2) In Section C: "Prehearing Actions". Ms. Lewis asked the Commission whether they felt there should be a hard deadline, a specified window, or it should be left open as to where mediation should occur in the process. Mr. Kasehagen suggested that mediation occur early in the process before a lot of staff work is invested in the hearing. Ms. Lewis suggested leaving an open window as to when mediation occurs within the process, but that HR must set up mediation within 40 days of when the employee files an appeal. Mr. Kasehagen felt that the timeline should be tighter so that mediation occurs earlier in the process. Ms. Lewis suggested that the mediation be scheduled and the mediator be chosen within 10 days of the appeal and the mediation itself will take place within 40 days of the appeal. The Commission clarified that the timeline will be counted in calendar days as opposed to business days. Ms. Lewis then asked the Commission where mediation should be written into the Civil Service Hearing Procedures. Ms. Charles preferred that mediation be added into Section A. Ms. Lewis and Mr. Kasehagen both agreed with the placement in Section A. Ms. Lewis planned to send a draft of the revised Hearing Procedures to the City Attorney for review.
5. *Discussion of the recruitment process for the vacant Civil Service Commission positions.* Ms. Reynoso stated that there has been one application submitted for a Commission seat. Ms. Reynoso said that the recruitment had been advertised in various locations, including the Santa Barbara Independent, SBHRA, and the City's

website. Ms. Lewis said that she also placed an announcement in the Santa Barbara Bar Newsletter.

6. *Discussion of the City's COVID-19 Vaccine Status Reporting Policy.* Ms. Reynoso explained that the City introduced a new policy regarding vaccine status disclosure. The City asked that employees and boards/commissioners disclose their vaccine status. The due date to provide this information is December 1. Mr. Uchida will send the Commission a link to complete the form. Ms. Reynoso further explained that vaccine status disclosure is mandatory for employees and failure to comply could result in discipline. This discipline could result in future Civil Service hearings.
7. *Discussion of upcoming hearings.* No hearings are currently scheduled.
8. *Topics for next meeting.* Update on adding mediation to the Civil Service Hearing Procedures. Discussion on updating the Commission's Chair and Vice Chair positions.
9. *Adjournment of Meeting.* A motion to adjourn the meeting was made, seconded, and approved.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Wendy Levy at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.